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Tab B

**Clerical Training Course Schedules and Enrollment**

| <u>Course Titles</u>                               | <u>Hours</u>   |                 | <u>Number of Students</u> |                                      |
|--|----------------|-----------------|---------------------------|--------------------------------------|
|  | <u>Per Day</u> | <u>Per Week</u> | <u>1955</u>               | <u>1956</u><br><u>1 Jan.-15 June</u> |
| <b>Clerical Induction Training (New Employees)</b> |                |                 |                           |                                      |
| Shorthand  | 1 1/2          | 7 1/2           | 445                       | 109                                  |
| Typewriting  | 3/4            | 3 3/4           | 688                       | 162                                  |
| Geography  | 3/4            | 3 3/4           | 1296                      | 411                                  |
| Grammar  | 3/4            | 3 3/4           | 1251                      | 411                                  |
| Punctuation and Capitalization                     | 3/4            | 3 3/4           | 1207                      | 383                                  |
| Word Usage   | 3/4            | 3 3/4           | 1038                      | 354                                  |
| Filing   | 3/4            | 3               | 811                       | 412                                  |
| Totals   | 6              | 29 1/4          | 1306                      | 416                                  |
| <b>Orientation Training (Duration 2-3 days)</b>    |                |                 |                           |                                      |
| Briefing   | 3/4            |                 |                           |                                      |
| Outside Speaker                                    | 3/4            |                 |                           |                                      |
| U.S. Gov't.  | 1 1/2          |                 |                           |                                      |
| Organization (CIA)                                 | 3/4            |                 |                           |                                      |
| Physical Layout (CIA)                              | 40 min.        |                 |                           |                                      |
| Memos (CIA)  | 3/4            |                 |                           |                                      |
| Telephone Techniques                               | 3/4            |                 |                           |                                      |
| Telephone Lab.                                     | 1              |                 |                           |                                      |
| Totals   | 6 25 min.      | 6 25 min.       |                           |                                      |
| Classif. of Documents                              | 1              |                 |                           |                                      |
| Use of CIA Forms                                   | 55 min.        |                 |                           |                                      |
| Communism  | 1 20 min.      |                 |                           |                                      |
| Agency Filing                                      | 1              |                 |                           |                                      |
| Orientation Test                                   | 20 min.        |                 |                           |                                      |
| Area Studies                                       | 3/4            |                 |                           |                                      |
| Office Protocol                                    | 25 min.        |                 |                           |                                      |
| Mechanism of Correspondence                        | 55 min.        |                 |                           |                                      |
| Totals   | 6 40 min.      | 6 40 min.       |                           |                                      |

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| <u>Course Titles</u>                | <u>Hours</u>   |                 | <u>Number of Students</u>                           |                                |
|-------------------------------------|----------------|-----------------|---|--------------------------------|
|                                     | <u>Per Day</u> | <u>Per Week</u> | <u>1955</u>   | <u>1956<br/>1 Jan.-15 June</u> |
| Agency Corresp.                     | 4              |                 |   |                                |
| Typing Shortcuts                    | 1 1/2          |                 |   |                                |
| Discussion and<br>Classif. of Notes | 1              |                 |   |                                |
| Totals                              | 6 1/2          | 6 1/2           | Clerks 322<br>Typists, Stenos<br>Sectys 800<br>1122 | 101<br>232<br>333              |

**Clerical Refresher Course  
(Duration 4 Weeks)**

**On Board Employees**

|                                     |       |        |     |     |
|-------------------------------------|-------|--------|-----|-----|
| Typewriting<br>Techniques Review    | 1     | 5      |     |     |
| Advanced<br>Typewriting             | 1     | 5      |     |     |
| Shorthand Theory<br>Review          | 1 1/2 | 7 1/2  |     |     |
| Introductory<br>Shorthand Dictation | 1     | 5      |     |     |
| Intermediate<br>Shorthand Dictation | 1 1/4 | 6 1/4  |     |     |
| Advanced Shorthand<br>Dictation     | 1 1/4 | 6 1/4  |     |     |
| English Usage                       | 1 1/4 | 6 1/4  |     |     |
| Totals                              | 8 1/4 | 41 1/4 | 602 | 760 |

**Special Courses\***

|                                       |   |   |  |    |
|---------------------------------------|---|---|--|----|
| Math. (Duration<br>4 weeks)           | 1 | 2 |  | 11 |
| FDB Typing<br>(Duration 6 weeks)      | 1 | 4 |  | 17 |
| Rhetoric Review<br>(Duration 6 weeks) | 1 | 2 |  | 10 |
| Totals                                | 3 | 9 |  | 38 |

\* A number of special training activities were also conducted, by request of the operators: Typing Training for professional employees; specialized instruction in English usage and correspondence procedures; basic mathematics for statisticians; and special group and tutorial instruction concerning business machines and office procedures.

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